

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
M 55A1

Page 7 of 7

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
4.	PERSONNEL FILES - Files contain information on current employees, files may contain, but are not limited to copies of applications, annual reviews, reprimands, and disciplinary actions, awards, doctor's slips, accident reports, resumes, etc.. Original maintained by the Town of Bel Air Personnel Office.	Screen annually and destroy that material no longer needed for current reference. Retain for forty (40) years after termination, then destroy.

Schedule Approved by Department,
Agency,

or Division Representative.

Date: APRIL 15, 1999

Signature: Leo F. Matranga

Typed Name: LEO F. MATRANGOLA

Title: CHIEF OF POLICE

Schedule Authorized by State Archivist

Date: JUN 8 1999

Signature: Edward C. Papenfuss